

Using the eFOTG Content Manager

About the Content Manager

The Content Manager allows you to customize eFOTG for your state by adding, removing and arranging content. Content is arranged in broad categories known as subsections. In the eFOTG Maintenance Structure you can Add Subsection, Add Content, Move, Copy or Delete information. You must have appropriate authorization to access the Content Manager.

The Content Manager displays structure in the left frame and subsection information or content information in the right frame. The maintenance structure is shown below:

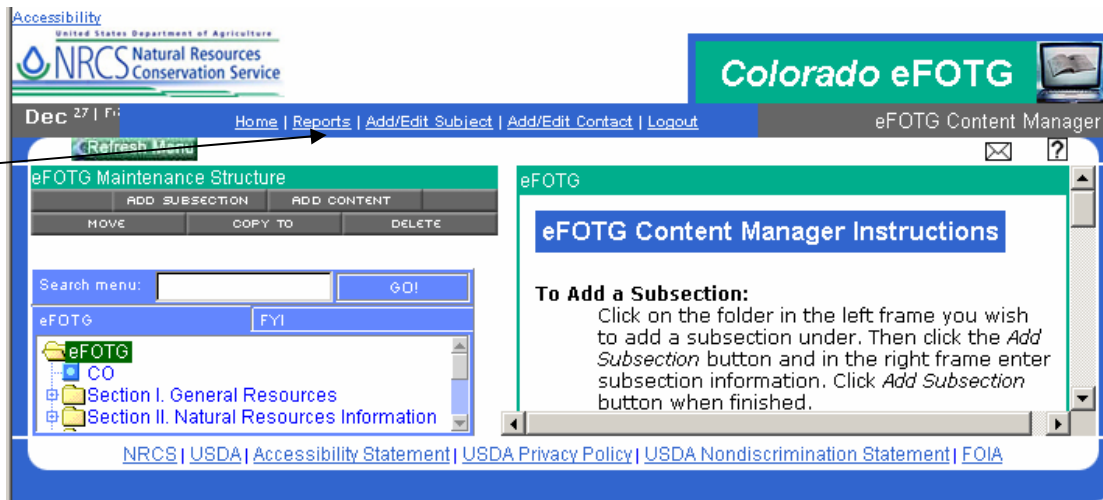
To access Content Manager

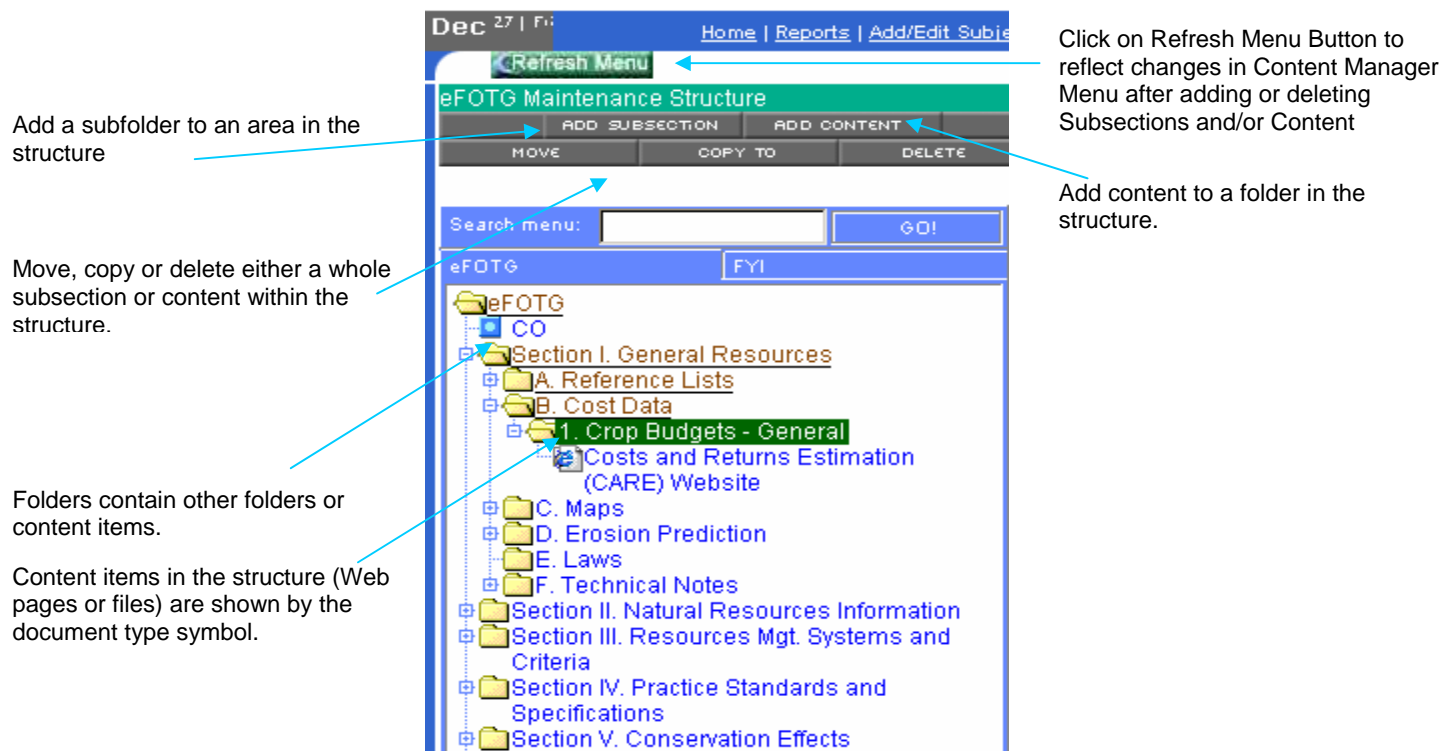
Once users have been granted access to content manager, their main eFOTG should contain a button to access Content Manager.

Click Content Manager to access
functions to maintain content



Additional
options are
available
after
selecting the
tab





To Add or Edit a Subsection

- Click a folder in the left frame at the location where you wish to add a subsection.
Note: Be sure you have clicked a folder at the level above where you wish to add a new subsection folder. (Using the example above, if you wanted to add a folder Test Results between Cost Data and Maps, you would click the General Resources folder.)
- Click the **Add Subsection** button.
- In the right frame, add subsection information. (This is also referred to as subsection metadata.)
 - Assign a title.
 - Describe the content that will be under this subsection.
 - If Rank Order is the sort order method of the parent folder Assign a menu sort order; default is the next number in sequence. If Alphabetical Order is the sort order method leave 1 as the menu sort order.
 - Select a content sort order method
 - Select whether to display the folder or not
- Click the **Save** button, when finished.
Note: To edit a subsection, click the subsection title. An edit screen similar to the add screen will be displayed in the right frame. Follow step 3 to make edits. Click **Update Subsection** when done.

Menu Content sort order method can be alphabetic or numeric.

If you do not wish to display a subsection click No

To Remove a Subsection

1. Click the title of the folder for the subsection you wish to remove.
2. Click the **Delete** button.
3. Read the right frame verification box carefully to ensure that you have selected the correct folder for deletion.
4. If all folders and content in the subsection are to be removed, the checkbox should be marked.
5. Click the button to confirm delete.

Subsection title is displayed in the Delete box header. **Confirm title before deleting!**

To Add Content

1. Click the title of the folder in the left frame at the location where you wish to add content.
2. Click the **Add Content** button.
In the right frame if you are entering a hyperlink to a web page, type the URL, plus other content information. If you are entering a file, click File Name and then on the Browse button, navigate to and choose the file you wish to add. Enter other content information.
Note: When you add a file, a copy of that file is uploaded to the eFOTG server in the NRCS Web farm. Once the Add takes place the eFOTG content file is no longer linked to the source file on your computer. If you **Add** a content file that already is in your state eFOTG but associated with a different content reference you can elect to have the existing file overwritten and have both references associated with the added file. To do this you must click on the **Overwrite** option displayed below before you click **Save**. If the **Don't Overwrite** option which is the default is selected, an error message is displayed:
"A file with the same name already exists in the system, please change the uploaded file name"
3. Click the **Save** button again.

Adding Content to: General Resources

Please enter the Content Information:

Display Title (REQUIRED)

Location (REQUIRED)

☒ Hyperlink

View Url

Verify URL as you complete this form.

OR

☐ File Name

Please check file size before adding as files exceeding 500K may be slow

Browse...

☒ Don't Overwrite ☐ Overwrite

Abstract

Keyword(s) Separate with semicolons: e.g. "soils;water;air"

Keywords enable users to locate information about this content via the keyword search on the Search/Index page.

Contact Information

None

Select Contact from drop down choice list.

Author(s)

Content Manager Comments

Revision Date (REQUIRED)

12/27/2002

STGC Review Date (REQUIRED)

12/27/2002

Accessibility

☒ Public ☐ Internal

Display on Menu and Table of Contents

☒ Yes ☐ No

Highlight selections and use the Add, Remove, Remove All buttons to move items off and on to the Applicable Counties and Subject lists.

Applicable Counties

All Counties	Add	All Counties
ADAMS	Remove	
ALAMOSA	Remove All	
ARAPAHOE		
ARCHULETA		

If you do not wish to display the content, click No

Subject(s)

Agronomy	Add	
Air Resources	Remove	
Animals	Remove All	
Biology		
Climatic Data		

Subject selections enable users to locate information about this content via the Subject search on the Search/Index page. Major categories missing? You can add them through the Add/Edit Subject screen.

Menu Sort Order

1

Save

Reset

To Remove Content

1. Click the content heading in the left frame where you wish to remove content.
2. Click the **Delete** button.
3. Click the **Delete** button in the right frame to confirm delete.

To Edit Information About Content

1. Click the content for which you wish to edit information. The Updating Content screen shown above will be displayed.
Note: This allows you to edit the metadata, not the content itself. Metadata is information about the content; think of it as a catalog description of the content. The content itself is edited by changing data at the destination web page if it is a hyperlink or, if it is a file, by editing and saving the source file on your computer, then browsing to and selecting it from the Update Content screen.
2. Content metadata will automatically appear in the right window. Update it as needed.
3. Click the **Update Content** button.
Note: If you want to update the actual contents of an eFOTG file, you need to do that in the source document on your local computer and save it. Then follow steps 1 - 3 browsing to the edited file under File Name before clicking the **Update Content** button

To Move Content or a Directory Structure

1. Click the folder or content in the left frame that you wish to move.
2. Click the **Move** button.
3. In the right frame, click the location you wish to move the folder or content to.
4. Click the **Move** button.

To Copy Content or a Subsection

1. In the left frame, click the destination folder that will receive a copy of the content.
2. In the right frame, locate the information you want to copy by navigating to (repeated selections) until you arrive at the information.
3. Click **Copy To**.

To Add a Subject for Search Index

1. On the menubar, click the **Add Subject** button.
2. Add the subject information. Scroll through the list below the add area to be sure the category does not already exist.
3. Click **Add Subject**.

eFOTG Subject

Adding Subject

Please enter the Subject Information:

Subject Title (REQUIRED)

Subject Definition

Save Reset

Existing Subjects

- [Agronomy](#)
- [Air Resources](#)
- [Animals](#)
- [Disasters](#)

To Add or Edit a Contact

1. On the menubar, click the **Add/Edit Contact** button.
2. To add a new Contact, enter the contact name and e-mail address.
3. To edit an existing Contact, scroll through the list of Existing Contacts below the add area and click on the one to be edited. Enter the revisions.
4. Click **Save**.

eFOTG Contact

Adding Contact

Please enter the Contact Information:

Contact Name (REQUIRED)

Contact Email (REQUIRED)

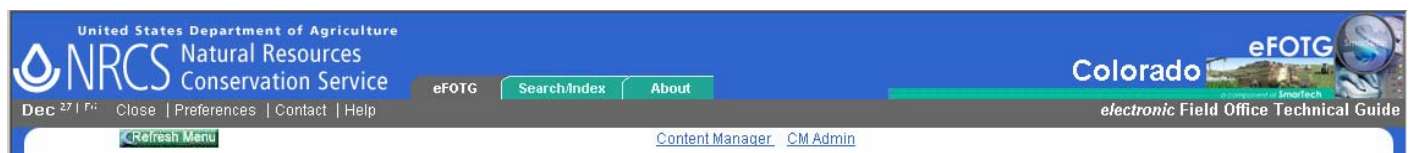
Save Reset

Existing Contacts

- [Charleste King](#)
- [Dave Buland](#)
- [Phyliss Wright](#)

To make content changes available to others:

Content changes are refreshed for all users during a nightly update. However, they are not currently updated during the day. Content menus are cached in the browser for faster loading. If you want to make content available before the nightly update, click the refresh button on the top of an eFOTG page.



Refresh menu button